

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1231

TITLE: HUMAN RIGHTS PROGRAM DIVISION DIRECTOR

GRADE: S-32

DEFINITION:

Under administrative direction, to serves as division director over the Human Rights Division within the Office of Human Rights and Equity Programs; administers and oversees the division's daily operations; plans, organizes, directs and manages the work of the division; assists the Director in managing various fiscal, administrative and strategic activities of the Human Rights Division; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Supervises professional and administrative staff and has overall responsibility for all programs within the division;

Manages the operational aspects of the division to include finance, budgetary, purchasing, human resources, strategic and systems management responsibilities;

Provides assistance to the Director to plan, develop and direct the activities and programs of the Commission;

Develops and implements administrative and compliance procedures to ensure the efficient operation of the Division;

Develops and implements training programs as required to educate community groups, professional staff and customers, including respondents;

Supervises the Division's caseload, ensuring that appropriate investigative procedures are followed and the requirements of the Human Rights Ordinance are met;

Evaluates more complex, case related problems as presented by complainants, respondents or Human Rights staff and provides recommendations;

Prepares and/or oversees the preparation of the Human Rights annual report to the Board of Supervisors as well as other reports on agency activities, special cases and developments in the field of human rights and civil rights;

Liaisons with federal agencies regarding case activity and investigation;

Ensures that contractual obligations with the U.S. Equal Employment Opportunity Commission and the U.S. Department of Housing and Urban Development are met;

Recommends policy changes that support Human Rights programs;

Consults with the County Attorney as required;

Develops procedures and processes to evaluate the overall performance of the Commission.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of management principles and practices;

Knowledge of consulting principles and practices;

Knowledge of financial, budget and internal control principles;

CLASS CODE: 1231

TITLE: HUMAN RIGHTS PROGRAM DIVISION DIRECTOR

GRADE: S-32

Page 2

Knowledge of methods of planning and evaluation;
Knowledge of methods used to develop various statistical surveys, reports, etc;
Thorough knowledge of applicable federal civil rights laws, the Fairfax County Human Rights Ordinance, legal precedents and applicable case law;
Ability to manage staff and operations using performance measurements;
Ability to analyze complex issues, processes and operations and develop solutions;
Ability to present written or oral recommendations on Human Rights Program issues, both internally and to the public at large;
Ability to mediate and conciliate complaints and reach effective compromises on complicated and often very sensitive complaints;
Ability to promote Human Rights Programs in various public forums;
Ability to formulate the long term vision for the Human Rights Division;
Ability to create strategies and plans for achieving the long term vision;
Ability to manage change;
Ability to communicate effectively with individuals and groups in a diverse workforce and community;

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited law school; PLUS three years of progressively responsible experience in management and implementation of human rights programs for a large organization: OR
Graduation from an accredited four year university with a degree in human resources management, sociology or public administration; PLUS six years of progressively responsible experience in management and implementation of human rights programs for a large organization.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: May 6, 2008